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THE HEBREW UNIVERSITY OF JERUSALEM

ביה"ס לתלמידים מחו"ל ע"ש רוטברג Rothberg International School

Finance Office

מחלקת כספים

Rothberg International School Financial Information Guide

2017 - 2018

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Finance Office,
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December 2016

Please visit our website: <http://overseas.huji.ac.il>

Financial Regulations

A **registered student** at the Rothberg International School of the Hebrew University of Jerusalem (referred to hereinafter as the RIS) is one who has:

- a. **Received an official letter of acceptance** issued by either the RIS or the Office of Academic Affairs of the RIS in New York.
- b. **Completed financial registration** in accordance with the regulations and procedures described in this guide including the submission of the signed and completed **financial commitment and health insurance forms**.
- c. **Submitted a program of studies** to the appropriate division or department secretariat, in accordance with the regulations in effect in that division/department.

An **external student** is one who is enrolled only in a summer course, a special academic program or an Ulpan.

A **part-time** student is one who is taking individual courses in the Divisions of Undergraduate Studies or Graduate Studies, the Preparatory Program, or the Division of Hebrew Language Instruction.

An **Israeli Citizen** is defined as one who possesses an **Israeli Identity Card** (*Teudat Zehut*).

Financial Registration

Students who complete all of their financial obligations and submit all the necessary forms in advance benefit from a streamlined arrival process. They may be directed straight to the student housing or to the place where they will receive their student cards and computer codes.

Students who either do not complete all of their financial obligations or do not submit all of the necessary forms before their program's financial registration final payment date may be subject to a US \$150 late payment fine and do not benefit from the streamlined financial registration process. They may be subject to a long wait to complete their financial commitment form, their application for health insurance, and to make any outstanding payments upon arrival. Only then will they receive housing referrals, student identification cards and computer access codes, as applicable.

To illustrate the financial registration process we strongly advise you to view a short video explaining the procedure. The video may be found at: <https://overseas.huji.ac.il/financialregistrationguidelinesvideo>

Financial registration in itself does not constitute proof of academic eligibility to begin studies.

Payments made in currencies other than those listed herein will be calculated according to the relevant exchange rate on the date the Hebrew University receives the payment.

The RIS reserves the right to change fees at any time.

The RIS may deny University services, such as class attendance, issuance of transcripts, housing, health insurance, library privileges and computer accounts, to students who have not met their financial obligations to the Hebrew University.

Methods of Payment:

Students from the United States may pay all fees to the Office of Academic Affairs in NY. Students are advised to consult with them regarding payment procedures.

Payments may be made by:

- **Credit Card:** Payments in US Dollars (US\$) or New Israeli Shekels (NIS) may be made with a VISA, MasterCard or Isracard. A non-refundable service fee (1.9% of the charge amount) will be added to the credit card amount when making credit card payments.
To access the payment page <https://overseas.huji.ac.il/creditcardpayment> please enter your Hebrew University student number or application file number, and your 5 digit code. . You will receive an email confirming payment. Please bring this receipt with you to financial registration.
- **Cash:**
Foreign Currency payments are made directly to the Finance Office.
Israeli Currency (NIS) payments of more than NIS 1,000 are made in the Postal Bank (Bank HaDoar) on campus. Students must come first to the Finance Office (Boyar Room 501/502) to receive a billing statement. This statement, along with the required shekel amount, is then taken to the Postal Bank on campus to be paid and stamped. Once stamped, the students bring the billing statement back to the Finance Office, where their accounts will be credited. Payments in Israeli currency of less than NIS 1,000 are made directly to the Finance Office.
- **Certified bank or traveler's checks** made payable to **The Hebrew University of Jerusalem.**
- **Bank Transfers** of the fees may be made to Bank Discount (#11), the Givat Shaul branch (#331), 15 Kanfei Nesharim Street, Jerusalem, Account number 33182.

Swift/BIC Code: IDB LILITXXX

IBAN (\$): IL360113310000006197770

IBAN (£): IL040113310000020197774

IBAN (€): IL030113310000010197771

The transfer should specify The Hebrew University - Rothberg International School and include the student's name and student number. A copy of this transaction must be brought to financial registration in Jerusalem. Please note that in cases where the RIS receives a reduced amount due to bank fees the student will be charged the difference.

Payment Deadlines

Program	Payment Deadline
Arabic Immersion, Biblical Hebrew	June 1, 2017
Jerusalem Ulpan	June 12, 2017
Trauma	June 15, 2017
Summer Courses	June 19, 2017
Summer and Scopus Ulpans	July 23, 2017
Undergraduate Ulpan	August 17, 2017
Undergraduate - Year & Autumn Programs	September 26, 2017
Graduate/Mechina/Hebrew - Year & Autumn Programs	September 26, 2017
Winter Ulpan	January 10, 2018
Undergraduate - Spring Programs	February 6, 2018
Graduate/Mechina/Hebrew – Spring Semester Programs	February 27, 2018
Graduate Summer Semester	July 1, 2018

Withdrawal and Check-out Procedures

Students wishing to withdraw from studies at the RIS must:

- Submit written notification to both their academic department and the RIS Finance Office (Boyar 501/502) and **follow the Checkout Procedure** below.
- Return their Student Card and Health Insurance Card (if applicable).

Failure to attend classes does not constitute formal withdrawal, but may result in a failing grade and a refund will not be issued.

Students who withdraw completely from the Hebrew University after receiving financial aid or a MASA grant may be required to return all or part of the aid/grant awarded.

Checkout Procedure

All Students:

Submission of Library Clearance

Students must bring their student card to the circulation desk in the Rothberg International School Library (on the first floor of the Boyar Building) to obtain a library clearance. Note that clearances are required even if the student has never used the library facilities.

Vacating Student Housing

All students must vacate housing in the Scopus Student Village by 3:00 p.m. upon withdrawal or by the date stated in the Check-out Table at the end of each program chapter. Please check the Supervisor's Office hours at other housing complexes (see locations below).

Students must have their rooms inspected, return their keys, and make sure they receive an official clearance from their housing supervisor.

If students need a place to store their belongings until their flight, special arrangements must be made **in advance** with the *madrichim*.

Housing Complex

Scopus Student Village
Maidersdorf (Reznik)
Bronfman (Idelson)

Supervisor's Office

Building 12
Building 9
Building 42

Refunds:

Please note:

- Refunds may take up to 30 days to process.
- Under no circumstances will a refund be issued to students who do not notify the relevant office in writing that they are withdrawing from a course/program or that they are vacating student housing.
- Refunds may be issued in a check in Israeli currency (NIS) according to the rate of exchange, or may also be directly deposited into a bank account, either local or abroad, if banking details are provided. Please note: Students requesting a refund in any other currency will be charged a 0.7% bank fee.

University Housing

- The University makes every effort to provide housing to all students who make reservations on time.
- Students who are *Shomrei Shabbat* or kosher may request to live with others who are Shabbat observant or kosher.
- Kitchen facilities are available for preparing light meals and snacks.
- Students must supply their own dinnerware and cooking utensils, as well as sheets, pillowcases and blankets – all of which may be purchased locally. There is no meal plan, but reasonably priced kosher meals and snacks can be purchased on campus. There is also a supermarket nearby.
- There is Wi-Fi in the Student Village.
- Part-time/External students are allocated a room on a “first come, first served” basis, if space is available. There is no guarantee that all students who apply will receive accommodations.
- Non-Israeli students who did not request housing as part of their application procedure and subsequently wish to reserve housing must complete the housing reservation form found at: <http://overseas.huji.ac.il/reservehousing>
- Israeli students who receive their housing assignments from the Hebrew University Housing Office must apply directly to that office to reserve housing. More information may be found at <http://overseas.huji.ac.il/mechinahousing>

All financial obligations must be paid before a student can receive a housing referral.

The Scopus Student Village housing office is open Sunday–Thursday, 8:00 a.m.–3:00 p.m. The housing offices in the other student housing complexes are open Sunday–Thursday, 8:00 a.m.–2:00 p.m. Students who must complete financial registration must arrive at the Boyar Building by 2:00 p.m. if they wish to receive a room on that day. **Students arriving after the office is closed should find alternative overnight accommodations.**

Upon departure, students are responsible for completing the housing check-out procedure, returning their keys and obtaining their housing clearance.

Note that additional charges may be levied if:

- The student’s utilities bills are higher than average.
- Excessive clean-up is necessary and/or there are damages beyond normal wear and tear. Please refer to the Damage Cost list received upon entering University housing.
- The student did not return the key and did not follow required check-out procedures.

Computer Services

State-of-the-art computer stations, including communication ports for connecting personal laptops, and Wi-Fi hotspots on campus provide access to e-mail, the Internet and Microsoft Office software.

All students automatically receive a computer access code with their acceptance letter. This code allows the student to open a remote access account and to access course materials, e-reserve and databases on the library website, as well as personal information such as financial statements, grades, course schedules, and the like on the RIS website.

Health Insurance

All students at the Hebrew University, including part-time and external students, must have health insurance coverage for the period of their studies.

Unless otherwise noted, all non-Israeli students attending a semester/year program, an ulpan, or a summer program, who pay tuition, will receive health insurance for the period of their program, provided they meet the criteria. Master Degree students who remain in the University over the summer must go to the Finance Office to extend their policy (for a fee).

Students attending a special program that provides health insurance coverage will be required to sign a health insurance waiver upon arrival.

Part-time students taking individual courses in the divisions of Undergraduate Studies, Graduate Studies or Hebrew Language Instruction or the Preparatory Program must purchase health insurance for the period of their studies, including the break between semesters, if applicable.

Students who are Israeli citizens or new immigrants (*olim*) are personally responsible for joining an Israeli health fund (*kupat holim*) to assure their access to medical care.

Registration Procedure

1. **Health Insurance Application Form:** Students must complete the insurance form found on the Harel-Yedidim site at <http://www.yedidim-health.co.il/formrothberg.aspx>. Those who answered "yes" to any of the questions on the form may be asked to submit to the RIS, a recent, up-to-date letter from their attending physician noting the relevant dates and the current status of the medical condition. The decision regarding approval will be sent to the RIS and the student.
2. Any previous or current medical condition may affect the insurance coverage limitations.
3. Each case is considered individually on the basis of age, insurance period and severity of the condition.

Please be aware that if the insurance agency discovers that information submitted about prior/chronic conditions is incomplete all liability may be rescinded.

Students, who complete all of their financial obligations by the deadline and are approved for insurance, will receive their health insurance cards upon arrival; otherwise health insurance membership cards are generally available a few days after registration. **Students are responsible for picking up their health insurance cards in Boyar Room 402. It is important to carry this card at all times. It must be presented when seeking service.**

Scholarships and Financial Aid

A limited number of need-based and/or merit scholarships are available to RIS students from the Office of Academic Affairs in the United States and the Friends of the Hebrew University offices in France, Australia, Canada and the United Kingdom (see page 26). Candidates should contact the office in their home country for information and application forms.

Please note: Students who withdraw completely from the Hebrew University after receiving financial aid may be required to return all or part of the aid awarded.

Graduate RIS Merit Scholarships

A limited number of scholarships are offered to highly qualified candidates from universities worldwide who wish to study in the Rothberg International School. U.S. candidates must apply to the Office of Academic Affairs in New York. Candidates from all other countries must apply to the RIS Division of Graduate Studies in Israel. The application deadline for the 2017/18 academic year is March 15, 2017.

RIS Merit Scholarships will be awarded for a sum equivalent to the cost of full tuition for the M.A. program. To be considered, applicants must be a candidate for an M.A. Program and must have completed their undergraduate degree with a minimum GPA of 3.8 or the equivalent. Those selected will be eligible for a fellowship for the duration of their program, conditional upon maintenance of academic performance. Candidates for any other graduate program are not eligible to apply for the Graduate Merit Fellowship. Applications are available upon request from the above offices or may be downloaded from the Internet: <http://overseas.huji.ac.il/Uploads/dbsAttachedFiles/MeritOAAGSP.pdf>

Rothberg Family Fund Scholarships

International students enrolled in the RIS Division of Graduate Studies from countries other than the United States and Canada may be eligible for Rothberg Family Fund Scholarships, which are awarded by the Hebrew University. Eligibility is determined by academic achievement and financial need.

The application deadline for the 2017/18 academic year is April 1. Applications should be sent to the RIS Division of Graduate Studies in Israel (see page 27 for address). Applications are available from this office or may be downloaded from the Internet:

<http://overseas.huji.ac.il/uploads/dbsAttachedFiles/RFFscholform1011.pdf>

Thanks to Scandinavia Scholarships

Thanks To Scandinavia awards two full-time Benjamin Sperling Scholarships for study at the Hebrew University of Jerusalem to students from Denmark, Finland, Norway or Sweden. The application deadline for the 2017/18 academic year is April 1. For further information check the website:

<http://thankstoscandinavia.org/our-programs/scholarships-in-israel/>

Government of Israel Scholarships to Foreign Students

The Government of Israel is pleased to offer scholarships for Summer language courses (Ulpan) or one academic year or research studies to foreign students, as agreed in the **Cultural Agreements between Israel and the following countries:**

Austria, Belarus, Bulgaria, Canada (Quebec Province), China, Colombia, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Italy, Korea, Lithuania, Latvia, Mexico, Moldova, Macedonia, Poland, Portugal, Romania, Republic of Serbia, Slovak Republic, Slovenia, Spain and Turkey

The following countries have a special scholarship arrangement:

Belgium, Denmark, Germany, India, Great Britain, Finland, France, Luxembourg, Japan, Norway, the Netherlands, Peru, Switzerland, and Russia.

Basic Requirements:

- The applicant should hold a BA or BSc degree (or higher) and have a good record of academic achievement.
- The applicant should be a citizen of the country where he/she applies for the scholarship and be under the age of 35 (at the beginning of the academic year).
- Proof of English or Hebrew language proficiency.
- The applicant should meet the academic requirements of the Israeli University to which he/she applies. A scholarship will be granted only after the required institute approves the acceptance of the candidate.

For further information, check the website: www.mfa.gov.il or contact by e-mail: scholarship@mfa.gov.il.

The Israel Student Authority

The Israel Government Student Authority awards tuition scholarships to eligible new immigrants (*olim*) who are enrolled in the Preparatory Program–Mechina or an RIS M.A. degree program. In Jerusalem, the Student Authority is located at 15 Hillel St., Tel: 02-6214555.

Please note: Student Authority grants for students studying in one of the RIS M.A. degree programs are deposited directly into the bank accounts of the students. Therefore, such students are responsible for paying their entire tuition fee.

For further information, contact the student *shaliach* (representative) at the nearest Jewish Agency office or Israel Aliyah Center or check the Israel Student Authority multi-language website: <http://www.studentsolim.gov.il>

In North America contact: Nefesh B’Nefesh at <http://www.nbn.org.il/>

Ministry of Defense/Ministry of Education

Preparatory Program–Mechina students who served in the Israeli Defense Forces or completed Sherut Leumi may be eligible for scholarships to cover their tuition.

Israeli citizens on a low socioeconomic level may be eligible for scholarships from the Ministry of Education.

For further information, contact the Preparatory Program–Mechina (see page 27 for address) or see the website: <http://www.hachvana.mod.gov.il/hacvana/PreAcademic/Pages/choveretmechinot.aspx>

Division of Hebrew Language Instruction

The fees listed below only apply to external students studying on a specific Hebrew program. Students who continue their studies on one of our semester/year programs should consult the Hebrew fees listed under their specific academic division.

- All fees are listed in US Dollars (US\$), unless otherwise noted, **and are in effect only for the 2017/18 academic year.**
- **Application Fee** (non-refundable): Tourists: \$80, Israeli Citizens: NIS 360 – per academic year.
- **Late Payment Fee:** \$150 or 500 NIS for payments received after the program payment deadline.
- **Israeli Citizens** - To qualify for this fee, a student must present an Israeli Identity Card (*Teudat Zehut*)
- Students studying on both the Jerusalem Ulpan and the Summer Ulpan receive a 10% discount on the Jerusalem Ulpan, and pay a combined total of \$2,200 in housing fees. Students studying on both the Jerusalem Ulpan and the Scopus Ulpan receive a 10% discount on the Scopus Ulpan, and pay a combined total of \$1,500 in housing fees.

Program	Tuition	Housing	Payment Deadline
Jerusalem Ulpan			June 12, 2017
Tourists	\$1,730	\$890	
Israeli Citizens	NIS 5,310	*	
Summer Ulpan			July 23, 2017
Tourists	\$2,385	\$1,210	
Israeli Citizens	NIS 7,770	*	
Scopus Ulpan			July 23, 2017
Tourists	\$1,360	\$510	
Israeli Citizens	NIS 4,730	*	
Undergraduate Ulpan			August 17, 2017
All Students	\$1,380	\$640	
Winter Ulpan			January 10, 2018
Tourists	\$1,370	\$620	
Israeli Citizens	NIS 4,730	*	—

*Reserved and paid directly to the main Housing Office, please see <https://dorms.huji.ac.il>

Semester Courses	Administrative Fee	Course Fee	Housing
Part-time Autumn	\$555*	\$1,360 for 08 weekly hours \$1,700 for 10 weekly hours \$2,380 for 14 weekly hours	\$2,390
Part-time Spring	\$545*		\$2,530
Part-time Year	\$985*		\$5,880

* Fees include health insurance.

Miscellaneous Fees	Charge
Replacement of Student Card	NIS 60
Visa Extension Letter	\$15
Hebrew Placement Test (for outside students)	\$35
Hebrew Level Test (for outside students)	\$110
Hebrew Level + Hebrew Placement Test (for outside students)	\$120
Hard Copy of Transcripts (beyond first 5)*	\$15
Request a Certified <i>e-transcript</i> (one-time fee)	\$10
Email an <i>e-transcript</i> to any specified address: (per copy)	\$15

*Students are eligible to receive 5 free copies of their transcripts for up to six months from the end of the program. Students who order five or more transcripts on the same transcript request form are charged US\$15 per transcript for the first four copies ordered and then US\$5 for each additional transcript **on the same order**. Thus, for example, 5 transcripts would cost US\$65 and 10 transcripts US\$90.

For more information and to order additional transcripts please see: <http://overseas.huji.ac.il/transcripthb>

Refunds (see page 3 for policy information)

Tuition

Date of Withdrawal	Charge
Prior to the Beginning of the Program	\$250
During the first 3 days of the Program	25% of tuition fee
From the fourth to the sixth day of the Program	50% of tuition fee
After the sixth day of the Program	100% of tuition fee

Housing

Students who have accepted a room key and/or have moved personal possessions into a room and then wish to vacate University housing must submit written notification to the RIS Finance Office, Boyar 501/502

Students who withdraw from an Ulpan and vacate University housing within the first three days of classes are issued a refund, provided they present an official clearance from the Housing Office confirming their departure. Refunds are issued minus the payment for the days the student resided in the housing (\$30 per day of occupancy).

Students who do not withdraw from the program or who vacate their rooms after the first three days of classes are not issued refunds.

Registration and Housing Check-Out Dates

Program	Registration Date	Housing Check-out Date
Jerusalem Ulpan	June 26, 2017	July 31, 2017
Summer Ulpan – Without Housing	August 6, 2017	---
Summer Ulpan with Housing	August 7, 2017	September 27, 2017
Scopus Ulpan	August 6, 2017	August 27, 2017
Undergraduate Ulpan	August 31, 2017	September 27, 2017
Academic Year	October 17, 2017	July 2, 2018
Autumn Semester	October 17, 2017	January 29, 2018
Winter Ulpan	January 24, 2018	February 19, 2018
Spring Semester	March 14, 2018	July 2, 2018

Division of Graduate Studies

All fees are listed in US Dollars (US\$), unless otherwise noted, and are in effect only for the **2017/18** academic year.

- **Application Fee** (non-refundable): Tourists: \$80, Israeli Citizens: NIS 360 – per academic year.
- **Late Payment Fee:** \$150 or 500 NIS for payments received after the program payment deadline
- **Late Registration Fee:** \$20 for students who do not academically register by the deadline.
- **Israeli Citizen** – To qualify, a student must present an Israeli Identity Card (*Teudat Zehut*)

Hebrew Language Programs

- Students studying on both the Jerusalem Ulpan and the Summer Ulpan receive a 10% discount on the Jerusalem Ulpan.
- All fees include the days between the end of the program and the beginning of the following semester.

Programs	Tuition	Housing	Payment Deadline
Jerusalem Ulpan			June 12, 2017
Tourists	\$1,870	\$2,630	
Israeli Citizens	NIS 5,310	*	
Summer Ulpan			July 23, 2017
Tourists	\$2,425	\$1,640	
Israeli Citizens	NIS 7,770	*	
Winter Ulpan			January 10, 2018
Tourists	\$1,410	\$1,120	
Israeli Citizens	NIS 4,730	*	

*Reserved and paid directly to the Housing Office. Please see <https://dorms.huji.ac.il>

International Degree Programs

The Master's degree can only be conferred after the minimum payment of full tuition.

One-Year Masters Programs

Programs	Tuition	Student Authority Grant Recipients	Housing	Payment Deadline
Islamic and Middle Eastern Studies	\$18,000	\$13,000	\$7,600	September 26, 2017
Israel Studies	\$17,000	\$12,000	\$7,600	September 26, 2017
Jewish Studies	\$17,000	\$12,000	\$7,600	September 26, 2017
Nonprofit Management and Leadership	\$17,000	\$12,000	\$7,600	September 26, 2017
MBA in Entrepreneurship and Innovation	\$30,000	N/A	\$7,600	September 26, 2017
Human Rights and Transitional Justice	\$16,000	N/A	\$6,020	September 26, 2017

Two-Year Masters Programs

- Please note that the tuition and housing fees are for **one year** of studies.
- The Master's degree can only be conferred after the minimum payment of two full years of tuition.

Programs	Tuition	Student Authority Grant Recipients	Housing	Payment Deadline
The Bible and the Ancient Near East	\$12,000	\$7,400	\$6,020	September 26, 2017

LL.M Degree Programs

- The Master's degree can only be conferred after the minimum payment of full tuition.

Programs	Tuition	Housing	Payment Deadline
LL.M. Program in Human Rights and International Law	\$16,000	\$6,020	September 26, 2017
LL.M. in International Business Law and Intellectual Property	\$16,000	\$6,020	September 26, 2017

MA Extended Year Students

Period of Studies	Tuition	Health Fee (Optional)	Course Fee Per Semester (Optional)	Housing
Autumn	\$500	\$190	Graduate Course - \$400 per credit Language Course - \$170 per weekly hour Individual Tutorial - \$1,500	\$2,530
Spring	\$500	\$200		\$2,660
Year	\$500	\$460		\$6,020

Non-Degree Graduate Programs

Full Time

Period of Studies	Tuition	Housing	Payment Deadline
Autumn Semester	\$7,400	\$2,530	September 26, 2017
Spring Semester	\$7,400	\$2,660	February 27, 2018
Academic Year	\$12,000	\$6,020	September 26, 2017
Summer Semester 2017	\$5,000	\$1,460	July 1, 2018

Part Time Students

Students may opt to take up to 2 courses per semester including Modern Hebrew, (one year-long course is equivalent to two semester courses).

Period of Studies	Administrative Fee	Course Fee Per Semester	Housing
Autumn	\$1,065	Graduate Course - \$400 per credit Language Course - \$170 per weekly hour Individual Tutorial - \$1,500	\$2,530
Spring	\$1,055		\$2,660
Year	\$1,495		\$6,020
Summer (2017) Semester	\$940		\$1,460

Visiting Research Fellow

Period of Studies	Tuition	Health Insurance	Housing
Autumn Semester	\$500	\$190	\$2,530
Spring Semester	\$500	\$190	\$2,530
Full Year	\$500	\$450	\$5,880

Students who wish to study a Modern Hebrew Language course pay an additional fee for the course.

Miscellaneous Fees	Charge
Replacement of Student Card	NIS 60
Hard Copy of Transcripts (beyond first 5)*	\$15
Request a Certified <i>e-transcript</i> (one-time fee)	\$10
Email an <i>e-transcript</i> to any specified address (per copy)	\$15

Students are eligible to receive 5 free hard copies of their transcripts for up to six months from the end of the program. Students who order five transcripts or more on the same transcript request form are charged US\$15 per transcript for the first four copies ordered and then US\$5 for each additional transcript on the same order. Thus, for example, 5 transcripts would cost US\$65 and 10 transcripts US\$90.

For more information and to order additional transcripts please see: <http://overseas.huji.ac.il/transcripthb>

Refunds (see page 3 for guidelines)

Summer/Winter Hebrew Language Programs and Part-Time Students:

Date of Withdrawal	Charge
Prior to the Beginning of the Program	\$250
During the first 3 days of Program	25% of tuition fee and course fee (if part-time student)
From the fourth to the sixth day of the Program	50% of tuition fee and course fee (if part-time student)
After the sixth day of the program	100% of tuition fee and course fee (if part-time student)

Program Tuition

Students who withdraw prior to the beginning of the academic year/semester are charged a \$250 withdrawal fee and for any points they may have utilized for activities.

Once the academic year begins the withdrawal charges are:

International Degree Programs

Three-Semester Masters Programs

From :	October 22, 2017	November 22, 2017	June 28, 2018	July 9, 2018
Islamic and Middle Eastern Studies	\$5,063	\$10,800	\$12,000	\$18,000
Israel Studies: Society and Politics	\$4,625	\$10,200	\$12,000	\$17,000
Jewish Studies	\$4,625	\$10,200	\$12,000	\$17,000
Nonprofit Management and Leadership	\$4,625	\$10,200	\$12,000	\$17,000
MBA in Entrepreneurship and Innovation	\$7,875	\$18,000	\$19,800	\$30,000
Student Authority (\$13,000)	\$3,400	\$7,800	\$8,450	\$13,000
Student Authority (\$12,000)	\$3,150	\$7,400	\$8,000	\$12,000

Two-Semester Masters Programs

From:	October 22, 2017	November 22, 2017	January 26, 2018	March 18, 2018
Human Rights and Transitional Law	\$4,375	\$9,600	\$10,400	\$16,000
LL.M. Program in Human Rights and International Law or LL.M. Program in International Business Law and Intellectual Property	\$4,375	\$9,600	\$10,400	\$16,000

Two-Year Masters Programs

From:	October 22, 2017	November 22, 2017	January 26, 2018	March 18, 2018
The Bible and the ANE	\$3,375	\$7,400	\$8,000	\$12,000
Student Authority	\$2,000	\$4,440	\$4,884	\$7,400

Full Time Non-Degree Graduate Students

From:	October 22, 2017	November 22, 2017	January 26, 2018	March 18, 2018	April 18, 2018
Autumn	\$2,225	\$7,400			-
Spring		-	-	\$2,225	\$7,400
Year	\$3,375	\$7,400	\$8,000	\$12,000	

M.A. Extended Year, Part-time and VRF students are not entitled to a refund under any circumstances.

Housing Refund

Students who have accepted a room key and/or have moved personal possessions into a room and then wish to vacate University housing must submit written notification to the RIS Finance Office, Boyar 501/502.

Students who withdraw from an Ulpan or Summer Course and vacate University housing within the first three days of classes are issued a refund, provided they present an official clearance from the Housing Office confirming their departure. Refunds are issued minus the payment for the days the student resided in the housing (\$30 per day of occupancy).

Students who do not withdraw from the program or who vacate their rooms after the first three days of classes are not issued refunds.

Semester/year students who cancel their housing reservation or vacate their room by **October 21, 2017** may receive a refund for the housing fee paid for the autumn semester or academic year.

Students who vacate the University housing between **October 22, 2017** and the end of the autumn semester (**February 4, 2018**) are charged for the entire month in which they vacate their rooms plus one additional month of rent.

After the end of the autumn semester, no refund is available for the balance of the academic year.

Once winter/spring semester RIS students occupy a room, no housing fee refunds are issued.

Registration and Housing Check-out Dates

Program	Registration Date	Housing Check-out Date
Jerusalem Ulpan	June 26, 2017	July 31, 2017
Summer Ulpan without housing	August 6, 2017	---
Summer Ulpan with housing	August 7, 2017	September 27, 2017
Autumn Semester	October 17, 2017	February 4, 2018
Winter Ulpan	January 24, 2018	February 19, 2018
Spring Semester	March 14, 2018	July 8, 2018
Year	October 17, 2017	July 8, 2018
Summer Semester	July 15, 2018	September 16, 2018

Division of Undergraduate Studies

All fees are listed in US Dollars (US\$), unless otherwise noted, and are in effect only for the **2017/18** academic year.

- **Application Fee** (non-refundable): \$80 – per academic year.
- **Late Fee:** \$150 for payments received after the program payment deadline listed below.

Hebrew Language Programs

- Students studying on more than one Ulpan receive a 10% discount on the less expensive Ulpan.
- Fees include the days between the end of the program and the beginning of the following semester.

Program	Tuition	Housing	Payment Deadline
Jerusalem Ulpan	\$1,860	\$2,590	June 12, 2017
Summer Ulpan	\$2,415	\$1,600	July 23, 2017
Undergraduate Ulpan	\$1,410	\$1,030	August 17, 2017
Winter Ulpan	\$1,370	\$620	January 10, 2018

Undergraduate Study Abroad, Freshman Academic Gap Year Programs

Students who enroll in courses outside the Division of Undergraduate Studies, and hence continue residing in University housing after the official check-out date are charged an additional fee for extending their housing and their health insurance.

Full Time

Session	Tuition	Housing	Payment Deadline
Full Year	\$12,700	\$5,430	September 26, 2017
Autumn Semester	\$8,100	\$1,940	September 26, 2017
Spring Semester	\$8,100	\$2,530	February 6, 2018

Part Time

- Students may take up to 2 courses per semester including Modern Hebrew (one year-long course is equivalent to two semester courses).
- In addition to tuition, students registering for individual courses pay an additional fee **per course**

Period of Studies	Administrative Fee	Course Fee per Semester	Housing
Full Year	\$955		\$5,430
Autumn Semester	\$525	Undergraduate Course \$400 per credit	\$1,940
Spring Semester	\$545	Modern Hebrew Course \$170 per weekly hour	\$2,530

Joint Program with the Bezalel Academy of Arts and Design

ArtJerusalem - All Tracks	Tuition	Housing	Payment Deadline
Full Year	\$12,700	\$6,060	September 26, 2017
Autumn Semester	\$8,100	\$2,570	September 26, 2017
Spring Semester	\$8,100	\$3,160	February 6, 2018

Joint Programs with the Jerusalem Academy of Music and Dance

DanceJerusalem	Tuition	Housing	Payment Deadline
Full Year	\$13,300	\$6,060	September 26, 2017
Autumn Semester	\$8,210	\$2,570	September 26, 2017
Spring Semester	\$8,210	\$3,160	February 6, 2018
JerusalemSounds	Tuition	Housing	Payment Deadline
Full Year	\$14,770	\$6,060	September 26, 2017
Autumn Semester	\$9,050	\$2,570	September 26, 2017
Spring Semester	\$9,050	\$3,160	February 6, 2018

Special Programs

Arabic Immersion Program

Session	Tuition	Housing	Payment Deadline
Full Year	\$12,700	\$5,430	September 26, 2017
Autumn Semester	\$8,100	\$1,940	September 26, 2017
Spring Semester	\$8,100	\$2,530	February 6, 2018

Spring in Jerusalem Honors Program / Dynamics of the Middle East: Politics and Society (DOME)

Session	Tuition	Housing	Payment Deadline
Spring Semester	\$8,100	\$3,160	February 6, 2018

Miscellaneous Fees	Charge
Replacement of Student Card	NIS 60
Hard Copy of Transcripts (beyond first 5)*	\$15
Request a Certified <i>e-transcript</i> (one-time fee)	\$10
Email an <i>e-transcript</i> to any specified address (per copy)	\$15

Students are eligible to receive 5 free copies of their transcripts for up to six months from the end of the program. Students who order five or more transcripts on the same transcript request form are charged US\$15 per transcript for the first four copies ordered and then US\$5 for each additional transcript **on the same order**. Thus, for example, 5 transcripts would cost US\$65 and 10 transcripts US\$90.

For more information and to order additional transcripts please see: <http://overseas.huji.ac.il/transcripthb>

Refunds (see page 3 for guidelines)

Hebrew Language Courses and Part time students

Date of Withdrawal	Charge
Prior to the Beginning of the Program	\$250
During the first 3 days of program	25% of tuition fee
Between the fourth and the sixth day	50% of tuition fee
After the sixth day of the program	100% of tuition fee

Program Tuition

Students who withdraw prior to the beginning of the academic year/semester are charged a \$250 withdrawal fee and for any points they may have utilized for activities.

Once the academic year begins the withdrawal charges are:

Undergraduate Study Abroad Program, JerusalemArt and Special Programs

From:	October 15, 2017	November 15, 2017	January 1*, 2018	February 22, 2018	March 25, 2018
Year	\$4,075	\$8,100	\$8,735	\$12,700	
Autumn	\$2,925	\$8,100			
Spring				\$2,925	\$8,100

***JerusalemArt - January 26, 2018**

DanceJerusalem

From:	October 15, 2017	November 15, 2017	January 26, 2018	February 22, 2018	March 25, 2018
Year	\$4,225	\$8,210	\$8,875	\$13,300	
Autumn	\$2,953	\$8,210			
Spring				\$2,953	\$8,210

Jerusalem Sounds

From :	October 15, 2017	November 15, 2017	January 26, 2018	February 22, 2018	March 25, 2018
Year	\$4,593	\$9,050	\$9,789	\$14,770	
Autumn	\$3,163	\$9,050			
Spring				\$3,163	\$9,050

Housing Refunds

Students who withdraw from an Ulpan or Summer Course and vacate University housing within the first three days of classes are issued a refund, provided they present an official clearance from the Housing Office confirming their departure. Refunds are issued minus the payment for the days the student resided in the housing (\$30 per day of occupancy).

Students who do not withdraw from the program or who vacate their rooms after the first three days of classes are not issued refunds.

Semester/year students who cancel their housing reservation or vacate their room by **October 14, 2017** may receive a refund for the housing fee paid for the autumn semester or academic year.

Students who vacate the University housing between **October 15, 2017** and the end of the autumn semester (**January 7, 2018; February 4, 2018 for longer programs**) are charged for the entire month in which they vacate their rooms plus one additional month of rent.

After the end of the autumn semester, no refund is available for the balance of the academic year.

Once winter/spring semester RIS students occupy a room, no housing fee refunds are issued.

Changing Enrollment

Students who change their enrollment must notify their academic adviser and the Finance Office in writing and are charged accordingly:

Undergraduate Study Abroad, Freshman Academic Gap Year Programs

One Year to One Semester

Notification By:	January 1, 2018	February 21, 2018	From February 22, 2018
Academic Year	\$8,100	\$8,735	\$12,700

One Semester to One Year

Notification By :	January 1, 2018
Autumn Semester	\$12,700

Jerusalem Art

One Year to One Semester

Notification By :	January 26, 2018	February 21, 2018	From February 22, 2018
	\$8,100	\$8,735	\$12,700

One Semester to One Year

Notification By :	January 26, 2018
	\$12,700

Jerusalem Academy Programs

One Year to One Semester

Notification By :	January 26, 2018	February 21 , 2018	From February 22 , 2018
Dance Jerusalem	\$8,210	\$8,875	\$13,300
Jerusalem Sounds	\$9,050	\$9,789	\$14,770

One Semester to One Year

Notification By :	January 26 , 2018
Dance Jerusalem	\$13,300
Jerusalem Sounds	\$14,770

Registration and Housing Check-out Dates

Program	Registration Date	Housing Check-out Date
Jerusalem Ulpan	June 26, 2017	July 31, 2017
Summer Ulpan without housing	August 6, 2017	---
Summer Ulpan with housing	August 7, 2017	September 27, 2017
Undergraduate Ulpan	August 31, 2017	September 27, 2017
Autumn Semester USAP Program	October 15, 2017	January 7, 2018
Autumn Semester Art, Sounds, Dance	October 15, 2017	February 4, 2018
Academic Year USAP Program	October 15, 2017	June 10, 2018
Academic Year Art, Sounds, Dance	October 15, 2017	July 8, 2018
Winter Ulpan	January 24, 2018	February 19, 2018
Spring Semester USAP Program	February 20, 2018	June 10, 2018
Spring Semester Art, Sounds, Dance	February 20, 2018	July 8, 2018

Preparatory Program – Mechina

All fees are in US Dollars (US\$), unless otherwise noted, and are in effect only for the **2017/18** academic year.

Non-Israel Citizens – Students who do not possess an **Israeli Identity Card** (Teudat Zehut)

Application Fee (non-refundable): \$80 – per academic year.

Hebrew Language Programs

- Students studying on more than one Hebrew Ulpan receive a 10% discount on the less expensive Ulpan.
- Fees include the days between the end of the program and the beginning of the academic year.

Program	Tuition	Housing	Payment Deadline
Jerusalem Ulpan	\$1,870	\$2,630	June 12, 2017
Summer Ulpan	\$2,425	\$1,640	July 23, 2017

Basis Foundation Year

	Tuition	Housing	Payment Deadline
Full Year	\$9,000	\$6,520	September 26, 2017

Mechina / Preparatory Program

	Tuition	Housing	Payment Deadline
Full Year	\$12,500	\$6,520	September 26, 2017

Israeli Citizens, Student Authority Grant Recipients, and Discharged Israeli Soldiers/Sherut Leumi Graduates

- **Application Fee** (non-refundable): NIS 360 – per academic year.
- Students are personally responsible to join a health fund (Kupat *Cholim*).
- Students may qualify for scholarships from the Ministry of Defense. Scholarships are available from the Ministry of Education for citizens on a low socio-economic level.
- Housing is arranged with the main Hebrew University Housing Office. The monthly fees are paid in NIS via a bank standing order. More information may be found on our website <http://overseas.huji.ac.il/mechinahousing>.

Hebrew Language Programs

Students who are studying on more than one Hebrew Language Ulpan receive a 10% discount on the less expensive Ulpan.

Program	Tuition	Housing	Payment Deadline
Jerusalem Ulpan	NIS 5,310	https://overseas.huji.ac.il/mechinahousing	June 12, 2017
Summer Ulpan	NIS 7,770 – or official Scholarship Letter	https://overseas.huji.ac.il/mechinahousing	July 23, 2017

Program Tuition

Student Type	Tuition	Payment Deadline
Israeli Citizens (with an Israeli Identity Card)	NIS 25,480*	September 26, 2017
New Immigrants – Student Authority	700 NIS + Official Scholarship letter	September 26, 2017
Ministry of Defense Scholarship Recipient	NIS 700	September 26, 2017

Scholarships received from the Council for Higher Education will be deducted from the NIS 25,480 tuition fee.

Part-Time – All Students

Students may opt to take up to 2 courses per semester including Modern Hebrew (one year-long course is equivalent to two semester courses).

Period of Studies	Fee	Health Insurance	Course Fee Per Semester	Housing
Autumn Semester	\$375	\$190	General Course - \$400 per credit Language / Mathematics - \$170 per weekly hour	\$2,530
Spring Semester	\$355	\$240		\$3,160
Full Year	\$535	\$500		\$6,520

Miscellaneous Fees – All Students	Charge
Replacement Student Card	NIS 60
Hard Copy of Transcripts (beyond first 5)*	\$15
Transcripts prior to 1980	\$30
Request a Certified e-transcript (one-time fee)	\$10
Email an e-transcript to any specified address (per copy)	\$15

Students are eligible to receive 5 free copies of their transcripts for up to six months from the end of the program. Students who order five or more transcripts on the same request form are charged US\$15 per transcript for the first four copies ordered and then US\$5 for each additional transcript on the same order. Thus, for example, 5 transcripts would cost US\$65 and 10 transcripts US\$90.

For more information and to order additional transcripts

please see: <http://overseas.huji.ac.il/transcripthb>

Refunds (see page 3 for guidelines)

[Hebrew Language Courses / Part time Students](#)

Date of Withdrawal	Charged
Prior to the Beginning of the Program	\$250
During the first 3 days of program	25% of tuition fee
Between the fourth and the sixth day	50% of tuition fee
After the sixth day of the program	100% of tuition fee

Tuition

Students who withdraw prior to the beginning of the academic year/semester are charged a \$250 withdrawal fee and for any points they may have utilized for OSA activities

Once the academic year begins the withdrawal charges are:

From :	October 22, 2017	November 22, 2017	January 26, 2018	March 18, 2018
Mechina				
Tourists	\$3,875	\$8,100	\$8,725	\$12,500
Israeli Citizens	NIS 6,434	NIS 16,122	NIS 17,366	NIS 25,480
BASIS	\$3,000	\$5,832	\$6,282	\$9,000

Housing Refunds

Students who have accepted a room key and/or have moved personal possessions into a room and then wish to vacate University housing must submit written notification to the RIS Finance Office, Boyar 501/502.

Students who withdraw from an Ulpan and vacate University housing within the first three days of classes are issued a refund, provided they present an official clearance from the Housing Office confirming their departure.

Refunds are issued minus the payment for the days the student resided in the housing (\$30 per day of occupancy). Students who do not withdraw from the program or who vacate their rooms after the first three days of classes are not issued refunds.

Semester/year students who cancel their housing reservation or vacate their room by **October 21, 2017** may receive a refund for the housing fee paid for the autumn semester or academic year.

Students who vacate the University housing between **October 22, 2017** and the end of the autumn semester (**February 4, 2018**) are charged for the entire month in which they vacate their rooms plus one additional month of rent.

After the end of the autumn semester, no refund is available for the balance of the academic year.

Registration and Housing Check-out Dates

Program	Registration Date	Housing Check-out Date
Jerusalem Ulpan	June 26, 2017	July 31, 2017
Summer Ulpan No Housing	August 6, 2017	---
Summer Ulpan with Housing	August 7, 2017	September 27, 2017
Academic Year	October 17, 2017	July 30, 2018

Summer Courses 2017

- All fees are in US Dollars (US\$) unless otherwise noted and are in effect for the Summer 2017 programs.
- **Late Fee:** \$150 for payments received after the program payment deadline listed below.
- Students who enroll in more than one Summer Course (July 4- July 27, 2017) receive a 10% discount on their overall course tuition. The discount does not apply to Language Courses, Archeological Field Schools and Special Programs.
- Students who are studying in more than one summer program and are living in University housing will be charged an additional housing fee for the days between the programs.

Summer / Special Program	Tuition	Housing	Payment Deadline
Arabic Immersion Program	\$2,380	\$1,010	June 1, 2017
Biblical Hebrew	\$1,990	\$840	June 1, 2017
Summer Courses	¹	\$775	June 19, 2017
Trauma and Resilience			
Core Course	\$1,780	\$450	June 15, 2017
Third-week Specialty Course	\$500	\$265	June 15, 2017
Archaeology of the New Testament	\$1,780	\$420	July 14, 2017
Archaeology Field Schools	\$120 per course credit		

¹ Fee is determined per course. Please see our [website](#).

The Hebrew University reserves the right to cancel any course for which there is insufficient registration.

Requests to change courses may only be made during the first three days of the program. Should there be a difference in price, the students will be charged or issued a refund accordingly.

Miscellaneous Charges	Charge
Replacement Student Card	NIS 60
Hard Copy of Transcripts (beyond first 5)*	\$15
Request a Certified e-transcript (one-time fee)	\$10
Email an e-transcript to any specified address (per copy)	\$15

Students are eligible to receive 5 free copies of their transcripts for up to six months from the end of the program. Students who order five or more transcripts on the same request form are charged US\$15 per transcript for the first four copies ordered and then US\$5 for each additional transcript on the same order. Thus, for example, 5 transcripts would cost US\$65 and 10 transcripts US\$90.

For more information and to order additional transcripts please see: <http://overseas.huji.ac.il/transcripthb>

Refunds (see page 3 for guidelines)

Tuition

Refunds are contingent upon the student's full compliance with official withdrawal procedures.

Date of Withdrawal	Charge
Prior to the Beginning of the Program	\$250
During the first 3 days	25% of tuition fee
Between the fourth and the sixth day	50% of tuition fee
After the sixth day	100% of tuition fee

Housing Refunds

Students who have accepted a room key and/or have moved personal possessions into a room and then wish to vacate University housing must submit written notification to the RIS Finance Office, Boyar 501/502.

Summer course students who withdraw from the program and vacate University housing within the first three days of classes are issued a refund, provided they present an official clearance from the Housing Office confirming their departure.

Refunds are issued minus the payment for the days the student resided in the housing (\$30 per day of occupancy). Students who do not withdraw from the program or who vacate their rooms after the first three days of classes are not issued refunds.

Registration and Housing Check-Out Dates

Program	Registration Date	Housing Check-out Date
Biblical Hebrew	June 14, 2017	July 20, 2017
Arabic Immersion	June 14, 2017	July 27, 2017
Trauma and Resilience	June 29, 2017	July 13 2017 (Core Course) July 20, 2017 (Third Week)
Summer Courses	July 03, 2017	July 27, 2017
Archaeology of the New Testament	August 3, 2017	August 17, 2017

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Rothberg International School Directory

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Rothberg International School

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